APPENDIX A - REQUIREMENTS MATRIX

This Appendix presents a list of required functions and features desired by the State. The functions and features are more fully described in the body of the RFP. This document will be used to determine how well your package satisfies the State's requirements.

You may find instances where your system does not function in a manner consistent with the specifications in this RFP. In such cases, it is permissible to take exception to the RFP. The exceptions should be clearly identified in this Requirements Matrix appendix. If necessary, attach an Exception Report describing the scope of the exceptions, any additional costs, and a summary of the advantages these exceptions represent to the State.

If a requirement is satisfied in the current release, place a mark in the "**B**ase" column. If the package does not fully satisfy the requirement and a package modification is required to meet the functionality, mark the "**C**ustom" column and provide an explanation in the "Comments" field as to the following:

- Whether a simple or complex change
- Estimated hours to make the change
- Estimated dollars to make the change

If the requirement is not fully satisfied in the current release and the package cannot be modified to satisfy the requirement, mark the "**N**ot **A**vailable" column and describe how the requirement will be satisfied or the extent of noncompliance, including justification for any proposed workarounds.

Requirement or feature	B	C	N/A	Comments
3. System Requirements				
3.1 ***Operating Environment***				
The proposed product shall be fully compatible with the State's current standard workstation and server software and work well within the existing operating environment, which includes:				
3.1.1. **Hardware equivalent to the following:**				
▪ IBM Compatible Desktop PC's, Laptops, and Notebooks				
▪ IBM Compatible Application, Database and Print Servers				
▪ Hewlett Packard and Pentax Printers				
▪ Cisco Network Routers and Switches				
3.1.2. **Software**				
▪ Microsoft Windows 2000 and XP Professional				
▪ Microsoft Office 2000, XP and 2003				
▪ Adobe Acrobat Reader 5.0, 6.0 and Professional				
▪ Visio 2000, 2002 and 2003 Standard and Professional				

Requirement or feature	B	C	N/A	Comments
▪ Norton Antivirus Corporate Edition 8.0				
▪ Attachmate myExtra Enterprise 7.0				
▪ Roxio Easy Media Creator 6.0 and 7.0				
▪ Nero 5.0, 5.5 and 6.0				
▪ Microsoft Windows Server 2000 and 2003				
▪ Microsoft SQL Server Client 2000				
▪ PC Anywhere 10				
▪ Microsoft SMS 3.0				
▪ Cisco VPN Client v. 3.5				
3.1.3. **Network**				
▪ Ethernet Network Interface				
▪ Token Ring Network Interface				
▪ TCP/IP Network Protocols for all LAN/WAN communications				
▪ SAN Storage Area				
3.2. ***Design and Implementation Constraints***				
3.2.1. The proposed Traffic Data Collection System shallbe designed as an open system environment solution.				
3.2.2. The proposed system shall be standards based and support interoperable, portable, and scalable applications, services, interfaces, data formats and protocols.				
3.2.3. The application development environment and databases shall not be proprietary and shall not restrict the State from using the application or data in any current or future application.				
3.2.4. The application shall be developed using .Net or J2EE standards.				
3.2.5. The database shall be ODBC compliant.				
3.2.6. The application shall utilize a database management design that is capable of handling current and future work load.				
3.2.7. The application shall be able to utilize a database that has at least 1 terabyte of stored data.				
3.2.8. All software supplied with the system shall be certified as Year 2000 compliant and shall have no other date specific errors similar to the Year 2000 limitations.				
3.2.9. All application source code and technical documentation shall be in English.				
3.2.10. Any source code or documentation provided to the State shall be delivered in their entirety upon acceptance of the product (excludes third party software).				

Requirement or feature	B	C	N/A	Comments
3.2.11. Proposals shall list all software required to operate and maintain the proposed system, including manufacturer and version.				
3.3 ***User Documentation***				
3.3.1. The application shall provide integrated on-line help for users, a user's guide, a detailed Technical Support manual and a System Administrator manual.				
3.3.2. Proposals shall include sample copies of documentation that would be provided for users, administrators, support technicians and others who will be involved in the use, deployment and maintenance of the proposed system.				
3.3.3. The vendor shall provide a complete on-line copy of the system and user documentation.				
3.3.4. System documentation and help files shall be context sensitive.				
3.3.5. The on-line documentation shall be searchable based on topic or a keyword search.				
3.3.6. The System Administrator shall be able to modify and add to the on-line help files as necessary.				
3.3.7. The vendor will supply comprehensive documentation of each change, modification, or error fix that has been included in each version release or update.				
3.4 ***System Performance***				
System performance standards will be established once the ASV has been selected and the DDD has been received.				
3.5 ***Interface Requirements***				
This section specifies requirements that ensure the application will connect properly to external components.				
3.5.1. **User Interface**				
3.5.1.1 The product shall have graphical User interface available for accessing and using the functions and commands described in this RFP.				
3.5.1.2 Standard drop-down lists should be used wherever possible for standard values to be selected by the User.				
3.5.1.3 Pull down menus, command buttons, short-cut keys, pop-up windows, and other navigation aids should be used wherever possible to make the product efficient and easy to use.				

Requirement or feature	B	C	N/A	Comments
3.5.1.4 As part of this proposal, the vendor will describe the design, features and functions of the application. The description should include screen shots and graphics designed to provide evaluators with an easily understood overview of the entire system. The description should also include an overview of all available modules and the basic schema of the application.				
3.5.1.5 The primary interface for system users shall be a graphical user environment utilizing all standard windows features including the following:				
3.5.1.5.1 Cut and paste capability.				
3.5.1.5.2 Graphical windows for the organization and display of information.				
3.5.1.5.3 Each window shall include a scroll bar where needed for scrolling the window				
3.5.1.5.4 Each window shall include graphic buttons to minimize, close or restore the window.				
3.5.1.5.5 The application shall include a graphical tab at the side or bottom of the user interface for each window that is active.				
3.5.1.5.6 Users shall be able to switch between applications or windows within an application by utilizing CTL-F6, ALT-Tab or some other easily accessed key sequence.				
3.5.1.5.7 Pull-down lists for each restricted-entry field. (e.g. violation type codes, etc.)				
3.5.1.5.8 The application should allow the user to type an entry into a restricted entry field, even if a pull-down list is offered.				
3.5.1.5.9 When typing in a restricted entry field the application will automatically pre-fill the field with the next value in the restricted list that matches the characters which have already been entered. For example, if the incident type code is “STRUC”, when the user types “ST” if “STRUC” is the next entry on the list the application will auto-fill the field with STRUC.				
3.5.1.5.10 Menus to logically organize system commands.				
3.5.1.5.11 Short-cut key sequences, such as Control + I or Alt + G.				
3.5.1.5.12 Ability to “undo” multiple entries				

Requirement or feature	B	C	N/A	Comments
3.5.1.6 The application should allow the System Administrator to define aliases for any pick-list value. For example, if “ST” is the pick-list abbreviation for street, the System Administrator will be able to define “STR” as an alias for “ST”. When “STR” is entered, the application will convert the entry to “ST” instead.				
3.5.1.7 It is desired that whenever a date field is presented the application should include a calendar tool which can be used to graphically select a date. In this manner when the calendar tool is selected it will portray a calendar of the current month, and tools for incrementing or decrementing the calendar by a month at a time. The current date should be highlighted. When the user selects a date on the calendar, it auto-fills the date field with that date and places focus on the next field.				
3.5.1.8 The application shall have the ability to pre-populate pick lists with appropriate federal, state and local recognized codes and values applicable to tickets and collision reports. For example, the vehicle type codes pick list shall be pre-loaded with NCIC values.				
3.5.1.9 Except to display information that pertains to the immediate safety of an employee, the application shall not automatically display dialog boxes or obscure the user’s standard information display unless in response to a user initiated command.				
3.5.1.10 If an entire record cannot be displayed on-screen at one time, the application shall provide a means of scrolling or paging through the record by using the keyboard, mouse, or arrow keys.				
3.5.1.11 The application shall utilize function keys, short-cut keys and command identifiers consistently throughout the application.				
3.5.1.12 The application shall incorporate a windowed design that allows the officer to view at least two different forms or process two commands simultaneously. For example, an officer may be filling out a collision report and wish to get information from an incident that occurred last week. Without closing the current collision record, the Officer should be able to initiate a search for a previous incident and view the details of that record.				

Requirement or feature	B	C	N/A	Comments
3.5.1.13 The application shall include a status line which is visible at all times and displays the current time, date, the mode which the workstation is logged on (production or training), and the ID of the logged on officer				
3.5.1.14 The application shall include a means of displaying the version number of the application currently in use.				
3.5.1.15 The application shall have the ability to auto-populate fields or lists based on entries in other fields or lists.				
3.5.2. **Hardware Interfaces**				
3.5.2.1**.** IBM compatible microcomputer workstations (desktops and laptops) with an Intel Pentium III processor or better				
3.5.2.2 IBM application, database and print servers				
3.5.2.3 Firewall, Switch and Routers				
3.5.3. **Network Software**				
The application shall be compatible with the following or equivalent software:				
3.5.3.1 Microsoft Windows 2000 or XP Professional				
3.5.3.2 Microsoft Exchange 2003				
3.5.3.3 Microsoft Windows Server 2003				
3.5.3.4 Microsoft SQL Server 2000				
3.5.3.5 IBM Tivoli Storage Manager				
3.5.3.6 Vantage Network Monitoring Tools				
3.5.3.7 CISCO Security Agent				
3.5.3.8 Zone Labs Integrity				
3.5.3.9 Sygate Secure Enterprise				
3.5.4. **Communications Interfaces**				
The application shall be able to use the following communications interfaces:				
▪ MS Internet Explorer 6.0 or higher or a compatible Web Browser				
3.6. ***Software Functions***				
The TDCS shall be able to satisfy the following system function requirements:				
3.6.1. **XML Data Exchange Standards**				
3.6.1.1 The application shall have the ability to package data collected according to standard XML schemas to exchange data with internal and external legacy systems.				

Requirement or feature	B	C	N/A	Comments
3.6.1.2 The application shall contain functionality that allows the System to exchange XML data with internal and external systems that are compliant with GJXDD standards.				
3.6.1.3 The application shall use collision data XML standards designated by WSDOT.				
3.6.2. **Statewide Data Exchange Interface**				
The application shall be able to interface with the State's statewide data exchange architecture being constructed for the Justice Information Network (JIN) so that agencies can publish and receive messages (forms data) to and from other agencies connected to the system.				
3.6.3. **Remote Access**				
3.6.3.1 The application shall operate effectively and reliably in both connected and disconnected environments and provide users at remote sites across the state access to backend systems in a secure manner.				
3.6.3.2 The application shall allow remote users to access a central database and upload/download data through the internet using a secure web portal supplied by the vendor or using Internet Explorer and a VPN connection				
3.6.3.3 The application shall enable users to access the central database and upload/download data through a direct Ethernet or Token Ring network connection				
3.6.3.4 The application shall enable users to access the back office database and upload/download data through a direct network connection, dial-up, and wireless connections. As used in this RFP, the term "back office" means the data collection software functionality that receives traffic data collected from field-based laptops for supervisory review, processing and transmission to a jurisdictional server and the statewide data exchange network.				
3.6.3.5 The application shall be capable of transferring data at a rate of no less than 40 Kbps in a wireless environment.				
3.6.3.6 The application shall be able to operate reliably in a "disconnected mode" across the State without degrading mobile data terminal or network performance				
3.6.4. **Hardware Platform Independence**				
The application shall be adaptable to work well on desktops, laptops, notebooks, tablets, and handheld devices (handheld devices may not be applicable for collisions).				
3.6.5. **Deployment, Updates and Version Control**				

Requirement or feature	B	C	N/A	Comments
The application shall include the functionality to enable agencies to efficiently deploy and update the application, forms, tables, upgrades, and patches to all field units and work stations.				
3.6.5.1 The application shall include functionality to enable the System Administrator to design a deployment mechanism within the application to efficiently send out new forms, tables, upgrades, and patches to field units and work stations as part of the connection process.				
3.6.5.2 The application shall have tools to deploy the application, updates, forms, tables, drop down lists, and edits to remote field units located around the State either through the Internet or a network using a direct or wireless connection.				
3.6.5.3 The deployment and update process shall be easy to set up and maintain, and be streamlined for maximum efficiency and convenience to the officer.				
3.6.5.4 The application shall have tools for maintaining electronic forms version control and consistency among all users at all locations throughout the State.				
3.6.6. **Data Capture and Synchronization**				
3.6.6.1 The application shall be able to capture all required data elements and to synchronize and transmit the data from a mobile platform to back-end office and jurisdictional level database server(s).				
3.6.6.2 The application shall provide an interface with robust data editing and error correction capabilities for installation on all field and office based platforms (desktops, laptops, tablet PC's, notebook PC's, hand held devices) to capture all required data elements contained in electronic forms. The application shall also utilize commands to synchronize and transmit the data from the mobile platform to a central database server on a daily basis.				
3.6.6.3 The application shall be able to capture the required data elements on a standard Washington state collision report form for uploading to a central server				
3.6.6.4 The application shall be able to capture the required data elements on the state approved ticket forms using a mobile platform for uploading to a central server				

Requirement or feature	B	C	N/A	Comments
3.6.6.5 The application shall be able to scan in 2D bar codes on Washington driver's licenses and vehicle registration documents and enter the encoded data into the appropriate fields of an electronic form using a hand held bar code scanner in a mobile environment.				
3.6.6.6 The application should be able to read 2D bar codes on other state driver's licenses and vehicle registration documents and enter the encoded data into the appropriate fields of an electronic form using a hand held bar code scanner in a mobile environment.				
3.6.6.7 The application shall be able to capture data received from DOL driver's license and vehicle registration data systems queries (Driver's checks) and load the designated data elements into the appropriate fields on the ticket, collision report and other forms as required				
3.6.6.8 The application shall allow a state system administrator to apply business rules and business edits to any electronic form for data accuracy.				
3.6.6.9 The application shall employ a decision tree structure so that only needed pieces of a form will be filled out.				
3.6.7. **Data Entry**				
3.6.7.1 The application shall provide a logical set of functions, commands and menus for entering data into electronic forms.				
3.6.7.2 The application should allow the user to select between a guided data entry process such as a wizard-driven process, or direct field entry within the form.				
3.6.7.3 The user should be able to tab between fields to aid in navigation and data entry to improve work flow.				
3.6.7.4 The application shall allow the System Administrator to designate fields that can pre-fill content based on user log-in ID.				
3.6.7.5 The application shall be able to generate an auto-number on any form.				
3.6.7.6 The application shall have the ability to interface with other systems that supply information, such as driver's license and vehicle registration information returned from DOL systems queries, and populate the appropriate fields in all active forms.				
3.6.8. **Error handling**				

Requirement or feature	B	C	N/A	Comments
The application should immediately identify data entries that violate the business rules and display a message explaining the error and how to correct it.				
3.6.9. **Forms, Screen Layouts and Views**				
The application shall allow the state system administrator to create customizable electronic forms, screen layouts, data entry templates, menus, toolbars and navigation trees.				
3.6.10. **Forms Data Integration**				
The application shall be able to enter data captured into the appropriate common fields throughout all active forms and require data only be entered once.				
3.6.11. **Repeating Form Sections**				
The application shall allow users to easily repeat form sections, eliminating the need to re-enter data or recreate additional forms.				
3.6.12. **Record Accountability and Security**				
3.6.12.1 The application shall have a structured tracking function to account for and reconcile the creation of all records.				
3.6.12.2 The application should maintain a permanent record of each form created by users in the database				
3.6.12.3 The application shall have functionality that allows the System Administrator to assign blocks of numbers to multiple users across the state from a central database for individual assignment to tickets				
3.6.12.4 The application shall enable users to search a central database and reconcile all form numbers issued to an officer, all forms used, validated, voided, transmitted and remaining in the system				
3.6.12.5 The application should provide a reporting capability to print out the reconciliation of all forms.				
3.6.12.6 The application shall be able to identify and prevent duplicate forms from being created and transmitted and original forms from being overwritten				
3.6.13. **Forms Review and Tracking**				
The application shall record data that will allow the following:				
3.6.13.2 Facilities for reviewers to electronically approve forms and send them to the next step in the review and approval process.				

Requirement or feature	B	C	N/A	Comments
3.6.13.3 Facilities for reviewers to disapprove a report, return it to the previous step in the review and approval process, and attach comments to the report.				
3.6.13.4 Named individuals to be defined as reviewers.				
3.6.13.5 Approval by specific offices as opposed to named individuals.				
3.6.13.6 System Administrator is able to define each review and approval step for a completed form or report.				
3.6.13.7 System Administrator is able to define the next step when a form or report is approved or disapproved.				
3.6.13.8 Allow the System Administrator to define at what point in the review and approval process, and to where or whom copies of reports will be routed.				
3.6.13.9 Track the creation, review and approval process for each form.				
3.6.13.10 Have the ability to provide quality assurance reports by officer. Hence, it shall be possible to identify officers whose reports are returned for corrections at a higher than average rate.				
3.6.13.11 Track all incomplete reports.				
3.6.13.12 Notify an officer if they have reports that are incomplete or that have been returned for corrections when they log-on to the application.				
3.6.13.13 Allow supervisors and administrators to print a report of all incomplete reports by officer responsible or by higher level aggregations of officers				
3.6.13.14 Allow the System Administrator to define a time limit for incomplete reports. When an incomplete report exceeds this time limit, the application will send a notification to the next step in the review and approval process.				
3.6.13.15 Allow the System Administrator to define a time limit for reports that have been returned for corrections. When an incomplete report exceeds this time limit, the application will send a notification to the next step in the review and approval process.				
3.6.14. **Updating forms**				

Requirement or feature	B	C	N/A	Comments
3.6.14.1 The application shall provide the ability to update ticket and collision forms after their initial creation, depending on the form status				
3.6.14.2 The application shall allow additional documents to be attached to forms after their initial creation				
3.6.15. **Forms Flow Tracking**				
3.6.15.1 The application shall be able to track the status of forms from their initial creation to their delivery to a back-end office, central database and the distribution to other internal or external systems.				
3.6.15.2 The application shall be able to trace, display and print a report displaying the status at each step of the process of a form from the originating field unit to the receiving agency, showing the status along the path (issuance, approval, transmit, rejection, acceptance, receipt, return).				
3.6.16. **Forms Content Quality Control**				
3.6.16.1 The application shall be able to record and display the status and flow of forms submitted to external agencies and allow for efficient error correction for quality control purposes.				
3.6.16.2 The application shall provide functionality to allow forms to be reviewed by the receiving agency with the ability to reject and return a form with the exception data elements identified back to the originating officer for correction.				
3.6.16.3 The application shall have the ability to produce reports listing the forms rejected, error messages, warnings and status.				
3.6.17. **Forms Development and Debugging Tools**				
3.6.17.1 The application shall be able to use industry standard tools for development staff to create forms, validation edits, tables, drop-down (pick) lists, check boxes, radio buttons and error debugging.				
3.6.17.2 The vendor shall provide training to technical staff on how to use the development tool if a proprietary software development kit is used.				
3.6.17.3 A proprietary tool kit shall not be required to create or modify forms.				
3.6.17.4 The application shall be able to use industry standard tools if a proprietary software development kit is used.				
3.6.18. **Incident Location Addressing and GPS**				

Requirement or feature	B	C	N/A	Comments
The application shall be able to integrate incident location information (e.g., street addresses, route addressing, x/y coordinates) into the record from various location methods (e.g., 3rd party software, GPS receivers, tables, data entry, etc.)				
3.6.19. **Data Import and Export Tools**				
The application shall be able to import and export data to and from RDBMS databases, MS Word, Excel, ASCII delimited data, and Adobe Acrobat ®.				
3.6.20. **Incident Diagramming Tools**				
The application shall contain an integrated incident diagramming tool or be able to interface with third party applications such as VISIO 2000®, Easy Street Draw® or Quick Scene®, etc. that allows Officers to quickly create and embed detailed collision and incident scene diagrams within a collision report or ticket with minimal training.				
3.6.21. **Signature Capture**				
The application shall be able to capture signature images using a touch screen interface and a stylus or a hand-held imaging device and embed them into electronic forms, display them on screen and print them.				
3.6.22. **Word Processing**				
The application shall have a report-writing feature with word processing capability that includes spell check and that can cut, copy and paste RCW and WAC codes and other text into forms, reports and documents, and print.				
3.6.23. **Electronic Attachments**				
The application shall be able to import and attach multiple electronic reports or documents, incident drawings, digital images, maps, and scanned documents to electronic forms and reports.				
3.6.24. **Printing**				
The application shall provide functionality that allows users to select, configure and to print a variety of standard form types, layouts and sizes in a mobile or office environment.				
3.6.25. **Database Query and Reporting Tools**				
3.6.26.1 The system shall include an integrated ad hoc database search and reporting tool or include a third party application.				

Requirement or feature	B	C	N/A	Comments
3.6.26.2 The system shall include query and reporting tools to build complex queries and reports using data stored either on the client or in a jurisdictional level central database.				
3.6.26.3 The query tools should allow searches using single or multiple parameters.				
3.6.26.4 The reporting tool shall have the following capabilities:				
3.6.26.4.1 The ability to export data files in ASCII, .DBF, .MDB, .XLS, .DOC, and delimited text.				
3.6.26.4.2 Allow users to specify whether to print a report to the screen, to a printer, or to a file.				
3.6.26.4.3 Include a print preview command with a true WSIWYG format.				
3.6.26.4.4 Include an ad hoc report writing tool that can used by a person with minimal training to construct and format new reports.				
3.6.26.4.5 Allow users to access any field that resides on the application when constructing reports.				
3.6.26.4.6 Include the following standard information in a printed report:				
3.6.26.4.6.1 Report title,				
3.6.26.4.6.2 Date printed,				
3.6.26.4.6.3 Page number of printed report,				
3.6.26.4.6.4 Printed by, and				
3.6.26.4.6.5 Date range which report covers (for date range oriented reports).				
3.6.26. **Audit Log**				
The application shall have an integrated audit log capable of recording, displaying and reporting all transactions occurring in the central database, on mobile platforms, and workstations.				
3.6.27. **Other General Functional Requirements**				
The state prefers that the application offer the following commands and functions:				
3.6.27.1 A command that can be used to close all active windows				
3.6.27.2 A command that can be used to close all active windows and log the user off the system				

Requirement or feature	B	C	N/A	Comments
3.6.27.3 A command to print the image of any window at any time				
3.6.27.4 A command to print the various elements of a displayed record at any time				
3.6.27.5 The application should allow the scheduling of selected commands within the application to be repeated daily, weekly, or monthly or run once at a designated date and time.				
3.6.27.6 The application shall allow the officer to initiate any command by selecting a menu option.				
3.6.27.7 The application shall allow the officer to initiate any command by entering a short-cut key sequence				
3.6.27.8 The application shall make logical use of function keys to expedite the user's interaction with the application and initiation of key commands				
3.6.27.9 Clicking with the mouse to hyperlink to underlying records or information				
3.6.27.10 Right click to bring up context sensitive menu choices				
3.6.27.11 Scroll wheel to scroll the window up and down. It is desirable that the application allow the System Administrator to define the right-click menu choices.				
3.7. ***System Requirements***				
3.7.1. Development Environment and Architecture Requirements				
3.7.1.1 The application shall be designed primarily as an open architecture system developed in a non-proprietary software development environment.				
3.7.1.2 The application shall include a centralized database and application-specific clients running on remote workstations, mobile data computers, and hand-held devices.				
3.7.1.3 The vendor's response to the RFP shall provide a high level network diagram that shows the physical layout of the mobile data terminals, proposed servers, workstations, network connections, and interface connections.				
3.7.1.4 The client should include local error checking, pick lists and other functions which will minimize the necessity for on-going interaction with the server.				
3.7.2. **Mobile System Requirements**				

Requirement or feature	B	C	N/A	Comments
3.7.2.1 The application shall be designed to capture traffic data from remote mobile data computers (MDC) in a variety of work environments (car, van, motorcycle, etc.) with interfaces to other relevant law enforcement information systems using CDPD, 802.11g or higher, other wireless technologies, and dial-up connections.				
3.7.2.2 Vendors shall describe in detail any interfaces with mobile data systems that they have deployed previously in other sites. The description shall include the mobile data system to which the interface was built and the functionality of the interface. *Please include any operational or technical limitations of the interface.*				
3.7.2.3 Vendors shall describe the capabilities or limitations for users accessing the system via an MDC communicating over radio or CDPD link.				
3.7.2.4 Vendors shall describe the differences in capability of the application when it is connected or not connected to the central application or database.				
3.7.2.5 MDC users should be able to access external systems to retrieve driver license and vehicle information that can be directly imported into forms.				
3.7.2.6 Vendors shall describe in detail any interfaces with Computer Aided Dispatch (CAD) or other information systems that they have deployed previously in other sites. The description shall include the CAD or other information system to which the interface was built and the functionality of the interface. *Please include any operational or technical limitations of the interface.*				
3.7.3. **Security Requirements**				
3.7.3.1 The proposed product shall provide sophisticated table-driven internal security.				
3.7.3.2 The System Administrator shall have the ability to set authority levels, set up document review, pending and approval processes, and restrict access rights to fields, records, functions, reports, interfaces, and modules based upon user categories.				
3.7.3.3 Each User shall be required to log into the application by entering a User Id and Password in order to access the product and the data files				

Requirement or feature	B	C	N/A	Comments
3.7.3.4 The System Administrator should have the ability to define unique form identification numbers and organization codes				
3.7.3.5 Each User shall have the ability to change his/her own password				
3.7.3.6 The application should allow the System Administrator to define the following aspects of a user password:				
3.7.3.6.1 Minimum length, (up to 32 characters)				
3.7.3.6.2 Maximum length (up to 32 characters)				
3.7.3.6.3 Either all alpha or numeric characters or a combination				
3.7.3.6.4 Expiration date or valid time period for a password				
3.7.3.6.5 Prohibited passwords				
3.7.3.6.6 Number of times a password can be re-used.				
3.7.3.7 The System Administrator shall have the ability to reset user passwords.				
3.7.3.8 The application shall determine access to features and functions within the application by user categories				
3.7.3.9 The application should incorporate a security table which allows the System Administrator to indicate whether each user category has the following access to each field: read, write, edit, or delete				
3.7.3.10 The System Administrator shall be able to control whether the officers of one agency have access to the application, incident, or unit files of another user agency				
3.7.3.11 The application should allow the System Administrator to restrict the access of a specific workstation.				
3.7.3.12 All passwords shall be stored in an encrypted database.				
3.7.3.13 When the user is logging onto the system, the password shall not be echoed on the screen.				
3.7.3.14 If a user unsuccessfully attempts to logon to the application an authorized administrator-defined number of times, the user's account shall be suspended and the user shall be unable to logon and the System Administrator shall be notified.				
3.7.4. **Import/Export Records**				

Requirement or feature	B	C	N/A	Comments
3.7.4.1 The application shall include tools to import and export data to and from third party applications including, but not limited to, MS Word®, MS Excel®, MS Access® and Adobe Acrobat ® and be able to import records from databases including, but not limited to, MS SQL Server, MS Access, DB2 and Oracle.				
3.7.4.2 The application shall be able to export any record or report to a file.				
3.7.4.3 At a minimum, the application shall support exports in the following file formats: ASCII, delimited text, .xls, .dbf,.mdb, XML, .doc.				
3.7.4.4 The application should offer the ability to routinely schedule the creation of the export file at a user-specified time.				
3.7.4.5 The application should allow the System Administrator to define the fields that will be included in the export file.				
3.7.5. **Training and Test Requirements**				
3.7.5.1 The application should include training and test systems that utilize live data files.				
3.7.5.2 The use of the training and test system shall not degrade the performance of the production system.				
3.7.5.3 The training and test system shall record the entries made in secondary storage files where they can be retrieved for review.				
3.7.5.4 The system shall not mingle training data with production data.				
3.7.5.5 Users logged on to the training and test system shall have access to all application commands and functions.				
3.7.5.6 The System Administrator shall have the option to enable or disable system interfaces for users logged on to the training and test system.				
3.7.6. **General System Administration Requirements**				
3.7.6.1 The application should allow the System Administrator to add user-defined fields to the database and any form				
3.7.6.2 The application should allow the System Administrator to pre-define the content of designated fields				

Requirement or feature	B	C	N/A	Comments
3.7.6.3 The application should allow the System Administrator to define which date and time fields will be pre-filled with the current time and date. For example, for each new incident report the application might pre-fill the incident date field with the current date				
3.7.6.4 The application shall pre-fill certain fields based on the user's login				
3.7.6.5 The application shall allow the System Administrator to assign individual users to user categories.				